

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	July 20, 2023	<b>Page 1 of 5</b>
			<b>SUPERSEDES:</b>	4090.4B May 6, 2015	
			<b>OPI:</b>	CASE MANAGEMENT	
			<b>REVIEW DATE:</b>	July 20, 2024	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	CUSTODY CLASSIFICATION SYSTEM			
	<b>NUMBER:</b>	4090.4C			
<b>Attachments:</b>	None				

**SUMMARY OF CHANGES:**

Section	Change
§10	<i>Revisions to §10 (b), "THE CUSTODY CLASSIFICATION SYSTEM" – Deputy Warden was changed to Deputy Director for Education, Programs and Case Management or designee.</i>
§12	<i>Revisions to §12 (b), "CUSTODY RECLASSIFICATION" – Deputy Warden was changed to Deputy Director for Education, Programs and Case Management or designee.</i>

**APPROVED:**



**Thomas Faust, Director**

**7/20/2023**

**Date Signed**

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<b>NUMBER:</b>	<b>4090.4C</b>			
<b>Attachments:</b>	None			

1. **PURPOSE AND SCOPE.** To establish uniform procedures for the initial custody and custody reclassification program for pretrial and sentenced misdemeanants housed within the DC Department of Corrections (DOC) and contract facilities.
2. **POLICY.** It is the policy of the DOC to classify inmates, placing them in the most appropriate level of custody both upon admission and during review of their status.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Each inmate's custody status shall be reviewed as specified in this directive or when based on case dynamics, significant events, lengths of sentences or other relevant factors.
  - b. Inmates will be housed in units and facilities commensurate with their custody and program needs through an objective system of custody classification.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to programs.
5. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded**
    - a. PP 4090.4B Custody Classification System (5/6/15)

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<b>Attachments:</b>	None			

b. **Directives Referenced**

- 1) TRM 4090.4 Custody Classification
- 2) PP 4020.1 Inmate Orientation

**6. STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Local Detention Facilities 4-ALDF-2A-22, 3-ALDF-2A-25, and 4-ALDF-2A-30.

**7. AUTHORITY.** DC Code §24-211.02 Powers: Promulgation of Rules (formerly DC Code 24-442).

**8. DEFINITIONS.** For the purpose of this directive, the following definitions apply:

- a. *Population Assignment.* The act of selecting the housing in which an inmate is to be placed. Generally, the assignment occurs soon after intake and custody classification.
- b. *Custody.* The level of security required if the inmate should have to leave the institution, and for appropriate housing within the institution. This custody classification instrument uses predetermined scores to define low, medium, and high custody levels.

**9. TECHNICAL REFERENCE MANUAL (TRM)**

- a. DOC shall follow instructions in TRM 4090.4 *Custody Classification Instrument* to complete the Initial Custody and Custody Reclassification instruments.
- b. Copies of the manual and the instruments to assign a custody level are available to Case Managers, who are responsible for completing, reviewing, and/or updating the information for all inmates on their caseloads.

**10. INITIAL CUSTODY CLASSIFICATION**

- a. Nine (9) elements are scored. The sum constitutes the “**Total Custody Score**”, which defines the custody level. The scored elements are:
  - 1) Severity of the current offense

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<b>Attachments:</b>	None			

- 2) Severity of prior conviction
  - 3) History of escape
  - 4) History of institutional violence
  - 5) Number of prior felony convictions
  - 6) Drug/Alcohol history
  - 7) Age
  - 8) Education
  - 9) Employment
- b. If an over-ride of the scored custody level is recommended, the Deputy Director for Education, Programs and Case Management or designee must approve the final population assignment, and custody level.

**11. CUSTODY CLASSIFICATION REVIEWS.** Case Managers shall review each inmate's Custody Classification as follows:

- a. Upon changes in legal status (Adjustment to current classification).
- b. At every 80 to 90-day intervals (Reclassification). The inmate reclassifications shall not exceed 90 days; however, for those inmates who might have been housed in alternative facilities, their reclassifications shall be completed within seventy-two (72) hours of their return to DC DOC.
- c. Upon any negative institutional behavior which results in a disciplinary report and a finding of guilt.
- d. Upon receipt of new information which may affect the custody level.

**12. CUSTODY RECLASSIFICATION**

- a. Nine elements are scored. The sum constitutes the "**Total Custody Score**", which defines the custody level. The scored elements are:
  - 1) Severity of the current offense
  - 2) Severity of prior conviction
  - 3) History of escape
  - 4) History of institutional violence

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<b>Attachments:</b>	None			

- 5) Number of prior felony convictions
  - 6) Number of disciplinary reports
  - 7) Most severe disciplinary report
  - 8) Age
  - 9) Program participation
- b. If an override of the scored custody level is recommended, the Deputy Director for Education, Programs and Case Management or designee must approve the final population assignment, and custody level.

**DOC/PP4090.4C/7/20/23/OPP**